

# **VACANCY ANNOUNCEMENT**

## **U.S. EMBASSY, LESOTHO**

### **Employment Opening – Surveillance Detection Coordinator**

The Embassy of the United States of America in the Kingdom of Lesotho seeks an individual for the position of Surveillance Detection Coordinator tenable in the Regional Security Office.

#### **BASIC FUNCTIONS OF POSITION:**

Serves as the principal and subject matter expert for the Regional Security Officer with responsibility for operational oversight and administrative management of the mission Local Guard Force (LGF), its related contract, and Surveillance Detection (SD) program. Designs, implement, oversee and manage a series of complex and important security programs and functions, in addition to day-to-day management of the local guard force and SD programs

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

Supports the Regional Security Office with management oversight of local guard and surveillance detection programs. Incumbent will be highly familiar with local guard contracting.

##### **General Security Functions**

20% of Time

- As directed by RSO, implements required level of local guard coverage for Embassy (includes Chancery, residences, and Mobile Patrol)
- Makes recommendations affecting the content and character of the local guard and surveillance detection programs.
- Assesses the effectiveness of host government provided security services.
- Evaluate the local guard contractor's performance on a recurrent basis and formally once each year prior to contract renewal, providing results of these evaluations to RSO.
- Trains LGF/SD personnel including orientation to Embassy and description of U.S. Embassy assets to be protected, role of the guard force in cases of fire, explosions, bomb search and building evacuation, chemical and/or biological awareness, and countermeasures briefings, operation of explosive detectors and x-ray equipment, and imminent danger recognition/resolution.

##### **Surveillance Detection (SD) Functions -**

30% of Time

- Coordinates and supervises the daily operational planning and deployment of the SD teams as directed by the RSO; ensures and monitors coverage at all SD points.
- Makes recommendations to the RSO regarding SD activities.
- Serves as liaison with other agencies and offices at the post on SD matters; acts as liaison with host government security elements;

- Ensures that SD reports are documented, evaluated and entered into SD databases;
- Reports significant security and SD incidents immediately to the RSO and implements RSO guidance.
- Ensures and monitors coverage at all SD points.
- Supervisory duties include assisting in recruitment and selection of SD team members, SD report evaluation.
- Develop the detailed SD operational plan, to be updated annually;
- Hold SD team member training at least every two weeks for an hour or two.

#### Contract Administration Function -

20% of Time

- Acts as liaison with local guard force managers including the project manager and guard force commander for any contract related issues, as directed by the RSO.
- Reviews and responds appropriately to reports generated by the contractor including incident reports, surveillance detection reports, Guard Electronic Monitoring System (GEMS) reports, and Explosive Detectors and x-ray inspection equipment operation reports.
- Evaluates contract performance and makes recommendations to RSO; informs the RSO of any problems or failures by the contractor;
- Reviews the accuracy and completeness of invoices. Ensures back up documentation and time sheets support the hours billed on the invoice. Makes recommendation to RSO as to the acceptability of the invoice.
- Resolves technical issues arising under the contract that fall within the scope of the incumbents authority, and referring to the RSO any issues which cannot be resolved; verifies expenditures of resources relating to the contract.
- Recommends to the RSO any needed change/modifications to the local guard contract; implements/coordinates contract modifications, as directed by RSO.
- Manages the RSO/Contractor correspondence file.
- Monitors funding and prepares budgets required to support the local guard program.

#### Guard Contract Solicitation Functions -

30% of Time

- Defines LGF requirements. The requirements will be reflected in Exhibit A, Guard Posts and Schedule of Guard Coverage, and Exhibit B, Guard General and Post Specific Guard Orders.
- Develops and manages General and Post Specific Guard Orders for all guard posts listed on Exhibit A.
- Develops and manages equipment necessary for the local guard program. Make recommendations to RSO as to whether equipment should be provided by the contractor or by the Government.
- Obtains necessary RSO approvals and transmit requirements to contracting officer for preparation of solicitation or modification.
- Understands local law as it pertains to guard contract including labor and security laws.
- Insures timely commencement of solicitation process.

- Participates as a member of the Technical Evaluation Panel (TEP) in the evaluation of the technical proposals for negotiated procurement and providing recommendations to the chairperson of the TEP.
- Assists the RSO and Contracting Officer during discussions/negotiations.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
Completion of high school diploma or equivalent.
- b. Prior Work Experience:  
3 – 5 years' experience in the security/law enforcement work is required.
- c. Post Entry Training:  
U.S. Government contracting and related security training required
- d. Language Proficiency:  
Level IV (Fluency) speaking/reading/writing/understanding English is required.  
Level IV speaking/reading/writing/understanding Sesotho is required.
- e. Job Knowledge:  
Working knowledge of computer software, MSWord, Excel, PowerPoint, and Outlook required. Must be familiar with how an embassy or similar organization functions, technical security issues, engineering service offices and centers. Must have knowledge of Lesotho police services: how they function, how they are organized, how they will respond to a problem.
- f. Skills, and Abilities  
Possess a valid Lesotho driver's license. Basic typing skills. Must be able to work independently. Required to develop and coordinate with US Officials and LMPS personnel on security issues. Comprehension of budgeting and contracting process. Possess effective communication and analytical skills.

## **POSITION ELEMENTS**

- a. Supervision Received:  
Reports directly to the RSO
- b. Supervision Exercised  
Incumbent will directly supervise 2 SD Shift Leaders, and 6 SD Specialists (contracted)
- c. Exercise of judgement:  
Ability to exercise sound judgment in regards to enforcing contract clauses and specifications, and proper decision making in referrals to RSO.
- d. Authority to Make Commitments:  
Limited authority to make commitments within the purview of the contract and with concurrence of the RSO.
- e. Nature, Level, Purpose of Contacts:  
Maintain and develop mid-level contacts with Lesotho National Police and maintain contact with contract Project Manager, Executives and with embassy employees in MGT and GSO for implementation and coordination of contracting duties, assigned projects and other duties as assigned by the RSO staff.
- f. Time Required to Perform Full Range of Duties after entry into the Position:  
One Year

### **SELECTION CRITERIA:**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY:**

Interested candidates must submit the following, or the application will not be considered:

SD Coordinator – U.S Embassy

1. Application for U.S. Federal Employment (DS 0174); or
2. A current resume or curriculum vitae that provides the same information as an DS 0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. All forms are available from the Embassy Human Resources Office.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office  
P.O. Box 333,  
Maseru. 100.  
Tel: 22-312-666  
Fax: 22-310-116  
E-mail: hromaseru@state.gov

**SALARY RANGE: 107, 122 – 171, 395**

**OPENING DATE: March 2, 2015**

**CLOSING DATE: March 13, 2015**

Only shortlisted candidates will be contacted.

**POINT OF CONTACT**

HR Assistant  
Telephone: 22-312-666 (ext 4160/4217)  
FAX: 22-310-116